



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/depart/hr

"Your Employer of Choice."

A great place to live...

A great place to work...

FINAL FILING DATE: May 7, 2010

ORAL INTERVIEW: To Be Announced

SENIOR MANAGEMENT ANALYST

Monthly Salary Range \$5,132 - \$6,878

THE POSITION

The Contra Costa County Administrator's office is recruiting to fill **two** full-time vacant Senior Management Analyst positions. Positions in this class are assigned to the County Administrator's Office and perform administrative management duties that require comprehensive data and policy analysis and discretion in organization and management administrative matters relating to multi-service departments. The Senior Management Analyst may be assigned direct management of a designated program or project, and may provide technical advice and lead direction to others in the completion of assignments.

The Senior Management Analysts reports to and/or receives direction from the Deputy County Administrator or a higher level management staff.

Experience in County government programs and familiarity with management administration of County governmental functions is highly desirable.

MINIMUM QUALIFICATIONS

Education: Possession of a baccalaureate degree from an accredited college or university with a major in public administration, policy analysis, business administration or a closely related field.

Experience: Three (3) years of full-time or its equivalent experience performing policy, administrative, personnel or budgetary analysis, preferably in a public agency.

Substitution for Experience: Possession of a master's degree in business or public administration or a closely related field may be substituted for six (6) months of the required experience.

SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application and supplemental questionnaire must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application and supplemental questionnaire may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application and questionnaire can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement. **To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.**
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, Ca. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: April 26, 2010 GSR/jh

Exam Number: ADTD-2010

SENIOR MANAGEMENT ANALYST

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/depart/hr. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.cclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.



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HUMAN RESOURCES DEPARTMENT
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Martinez, CA 94553-1292

Contra Costa County
SENIOR MANAGEMENT ANALYST

Supplemental Questionnaire

A completed supplemental questionnaire is required for this position. An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified.

The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the Senior Management Analyst position and to assist the Application Evaluation Board in assessing each applicant's individual qualifications.

Your responses should be typed or neatly printed. Although you may submit a resume or additional information, such items may not be submitted in lieu of the supplemental questionnaire. Please indicate the question number for each of your responses and do not answer any of the questions by indicating "**see attached resume.**" Also, please be brief and concise limiting your responses to the information that is relevant to each question.

1. Please describe your experience in researching and evaluating governmental policy issues at the local, state and federal level. Please provide specific examples using projects on which you have worked; include a description of the outcomes from your work.
2. Provide examples of the research tools and techniques you have used throughout your career to identify and develop the following:
 - A. Policy reports
 - B. Management reviews
 - C. Administrative planning documents
3. Please provide a brief outline of a memorandum you would prepare to provide information and identify the critical factors to your direct supervisor on the following issue:
 - A. Proposed state legislation which would reduce the level of state financial participation for a specific social services program.
4. Describe your experience in developing, enacting, and monitoring a public sector budget. Please provide specific examples on which you have worked.
5. Describe your experience in dealing with budget adjustments necessitated by declining revenue. Discuss initial approaches as well as mid-budget remedies.
6. Describe your understanding of the ideal relationship between an executive office and operating departments within a California County.